



TRAINING AND EXPERIENCE QUESTIONNAIRE FOR LIBRARY BRANCH MANAGER

Any format modification made to this document will result in immediate rejection

NAME _____

MAILING ADDRESS _____

DAY PHONE NUMBER (____) _____

EVENING PHONE NUMBER (____) _____

Best time to reach by phone: _____ (AM/PM)

PLEASE READ CAREFULLY BEFORE COMPLETING THIS TRAINING AND EXPERIENCE QUESTIONNAIRE:

We recognize this questionnaire may take some time to complete, but it is an important part of the selection process. Only the best qualified candidates will be given further consideration. Because we must base comparisons on similar and job-related information, all candidates will be evaluated from their completed responses to the information requested on this questionnaire. If you attach a resume, the information on the resume does not substitute for any of the information requested to be completed on this questionnaire. It is in your own best interest to include complete and accurate responses to all the information requests. If you need more space, attach additional pages using the same format. Any information you give may be checked for accuracy.

Please type or print using black ink when completing this questionnaire. We urge you to make copies of all application materials you submit.

Please return this questionnaire along with your application to:

City of Milwaukee
Department of Employee Relations
Room 706, City Hall
200 East Wells Street
Milwaukee WI 53202-3554

Thank you for your interest in this position and taking the time to complete this questionnaire.

READ CAREFULLY BEFORE SIGNING: The answers to the questions on the attached pages are true and complete to the best of my knowledge. I understand that falsification of this form may result in disqualification or removal from a City position.

YOU MUST SIGN AND DATE THIS FORM

SIGNATURE _____ DATE _____

I. EDUCATIONAL BACKGROUND

A. Master's Degree _____ Date _____

School _____

B. Additional Master or Doctoral Degree (circle one)

School _____ Date _____

C. List below any additional credit coursework you have completed. Do not list coursework required in above degrees.

NAME OF COURSE	NO. OF CREDITS	FROM MO./YR.	TO MO./YR.	NAME OF SCHOOL

D. List training programs, workshops and seminars that you have participated in during the last five years that are related to the areas of technology, customer service, teambuilding, effective communication, supervision, management and library science.

NAME OF PROGRAM	MO./DAY/YR.	MO./DAY/YR.	PROGRAM SPONSOR

II. PROFESSIONAL AND COMMUNITY INVOLVEMENT

A. Please list the professional and community organizations in which you are or have been an active member. Indicate offices you have held or committees you have chaired.

ORGANIZATION	OFFICE HELD OR COMMITTEE CHAIRED	DATES

III. EXPERIENCE BACKGROUND

List your professional work experience that is directly related to this position. Treat each change of job title as a new entry. Start with your present employer and work back. We will not contact your present employer without your approval.

A. Employer _____ From _____ To _____
Mo./Yr. Mo./Yr.

City and State _____

1. Type of library or library system: (Circle one) Public Private Academic

2. Size of population served by library: _____

3. Your title _____

4. Your Department _____

5. Supervisor's name and title: _____

Above reports to: _____ Title _____

6. Major responsibilities (include percentage of time spent in each):

_____ %	_____
_____ %	_____
_____ %	_____
_____ %	_____
_____ %	_____
_____ %	_____

7. Number of employees directly supervising:

LEVEL	NUMBER	GENERAL TITLES
PROFESSIONAL		
PARA-PROFESSIONAL		
CLERICAL		
TOTAL		

8. Number of employees indirectly supervising: _____

9. Please describe the nature and scope of your experience in this position in the following areas indicating job duties, subject areas of involvement and projects undertaken.

a. Reference and reader assistance (including print and electronic resources)

b. Selection

c. Supervision

d. Training Staff and Public

e. Collection Maintenance

f. Managing a section of a library

g. Coordinating staff related activities; e.g., employee development and evaluation, scheduling

h. Grant/Proposal Development and Implementation

i. Developing and administering an annual budget

j. Community Involvement

k. Other

B. Previous Employer _____ From _____ To _____
Mo./Yr. Mo./Yr.

City and State _____

1. Type of library or library system: (Circle one) Public Private Academic

2. Size of population served by library: _____

3. Your title _____

4. Your Department _____

5. Supervisor's name and title: _____

Above reports to: _____ Title _____

6. Major responsibilities (include percentage of time spent in each):

_____ %	_____

_____ %	_____

_____ %	_____

_____ %	_____

_____ %	_____

7. Number of employees directly supervising:

LEVEL	NUMBER	GENERAL TITLES
PROFESSIONAL		
PARA-PROFESSIONAL		
CLERICAL		
TOTAL		

8. Number of employees indirectly supervising: _____

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h. Grant/Proposal Development and Implementation

i. Developing and administering an annual budget

j. Community Involvement

k. Other

C. Previous Employer _____ From _____ To _____
Mo./Yr. Mo./Yr.

City and State _____

1. Type of library or library system: (Circle one) Public Private Academic

2. Size of population served by library: _____

3. Your title _____

4. Your Department _____

5. Supervisor's name and title: _____

Above reports to: _____ Title _____

6. Major responsibilities (include percentage of time spent in each):

_____ % _____

_____ % _____

_____ % _____

_____ % _____

_____ % _____

_____ % _____

7. Number of employees directly supervising:

LEVEL	NUMBER	GENERAL TITLES
PROFESSIONAL		
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i. Developing and administering an annual budget

j. Community Involvement

k. Other

PROFESSIONAL ACTIVITIES AND OTHER INFORMATION

Please provide any other information regarding your professional accomplishments or areas of expertise which you feel would assist us in evaluating your qualifications for this position. Be sure to identify any experience you may have had in the management and supervision of librarians and library services.

If you wish, you may attach a resume to the back of this page.

[illegible]